

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
 Grants Finance, Rm. 510W EB
 Albany, New York 12234

**FINAL EXPENDITURE REPORT FOR A
 FEDERAL OR STATE PROJECT
 FS-10-F Long Form (03/15)**

= Required Field

Local Agency Information		
Funding Source:	CARES ACT - GEER	
Report Prepared By:	Renee Vaughan	
Agency Name:	East Ramapo Central School District	
Mailing Address:	105 South Madison Ave.	
	Street	
	Spring Valley	NY 10977
	City	State Zip Code
Telephone # of Report Preparer:	845-577-6005	County: Rockland
E-mail Address:	rvaughan@ercsd.org	

RECEIVED
 11/17/2022

OFFICE OF FUNDED PROGRAMS
 EAST RAMAPO CSD

INSTRUCTIONS

- For State grants, final expenditure reports are generally due within 30 days after the grant's end date. Reports for federal projects are generally due within 90 days after the grant's end date. See the Grant Award Notice to verify the due date. However, the Department program office may impose an earlier due date.
- Agencies should use only the FS-10-F Long Form to report actual project expenditures.
- Agencies must maintain complete and accurate records and may be requested to provide additional detail to support reported expenditures.
- All encumbrances must have taken place within the grant's approved funding dates, which can be found on the FS-10 or FS-20 budget form and on the Grant Award Notice.
- The Chief Administrator's Certification on the Final Summary page must be signed by the agency's Chief Administrative Officer or properly authorized designee.
- Submit one report with original signature and one copy directly to Grants Finance, New York State Education Department, Room 510W EB, Albany, NY 12234.
- For special legislative projects, submit one report with original signature and two copies, along with a final program narrative report.
- For additional information, please refer to Fiscal Guidelines for Federal and State Grants at <http://www.oms.nysed.gov/cafe/guidance/>.



SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			\$593,808
Name	Position Title	Beginning and End Dates of Work	Salary Paid
POLANCO, JACQUELINE	Principal	7/1/2020 - 6/30/2021	\$122,324
SMITH, PATRICIA	Principal	7/1/2020 - 6/30/2021	\$175,123
DOBSON, LAURA ANN	Principal	7/1/2020 - 6/30/2021	\$145,000
FIELDS, CAROLYN	Principal	7/1/2020 - 6/30/2021	\$151,361

SALARIES FOR SUPPORT STAFF			
Subtotal - Code 16			\$15,000
Name	Position Title	Beginning and End Dates of Work	Salary Paid
MADDISON, JAMES	Executive Director of Grants and Program Accountability	12/14/2020 - 9/3/2021	\$14,536
MACIAS, LINDA	Chief Financial Officer	4/28/2021 - 6/30/2021	\$464

PURCHASED SERVICES			
Subtotal - Code 40			\$1,747,558
Encumbrance Date	Provider of Service	Check or Journal Entry #	Amount Expended
08/02/2021	COMMUNITY OUTREACH CENTER	419734	\$54,867
08/02/2021	COMMUNITY OUTREACH CENTER	419829	\$41,166
08/02/2021	COMMUNITY OUTREACH CENTER	419854	\$26,689
08/02/2021	COMMUNITY OUTREACH CENTER	421053	\$33,379
08/02/2021	COMMUNITY OUTREACH CENTER	421138	\$3,640
08/02/2021	COMMUNITY OUTREACH CENTER	421576	\$304,880
08/02/2021	COMMUNITY OUTREACH CENTER	423019	\$228,210
08/02/2021	COMMUNITY OUTREACH CENTER	423111	\$188,228
08/02/2021	COMMUNITY OUTREACH CENTER	423278	\$129,791
08/02/2021	COMMUNITY OUTREACH CENTER	423381	\$71,277
08/02/2021	COMMUNITY OUTREACH CENTER	424625	\$112,338
08/02/2021	COMMUNITY OUTREACH CENTER	424984	\$82,082
08/02/2021	COMMUNITY OUTREACH CENTER	425125	\$50,295
08/02/2021	COMMUNITY OUTREACH CENTER	425229	\$9,048

08/02/2021	COMMUNITY OUTREACH CENTER	425342	\$67,783
08/02/2021	COMMUNITY OUTREACH CENTER	425432	\$41,137
08/02/2021	COMMUNITY OUTREACH CENTER	425538	\$164,053
08/02/2021	COMMUNITY OUTREACH CENTER	426877	\$35,211
08/02/2021	COMMUNITY OUTREACH CENTER	430093	\$82,651
01/31/2022	ERCSD-Harris Beach	JE0203-22	\$20,833

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$414,308
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
9/14/2021	DELL MARKETING L.P	054770	\$482
9/14/2021	B&H PHOTO	054721	\$390
9/23/2021	TEQUIPMENT INC	054891	\$2,857
9/23/2021	DELL MARKETING L.P	054953	\$1,487
9/23/2021	B&H PHOTO	054752	\$1,372
9/27/2021	DELL MARKETING L.P	054770	\$600
9/27/2021	HERTZ FURNITURE SYSTEMS CORP.	055093	\$1,910
9/30/2021	APPLE INCORPORATED	054933	\$437
9/30/2021	B&H PHOTO	054752	\$301
10/4/2021	B&H PHOTO	055130	\$1,054
10/5/2021	DELL MARKETING L.P	054953	\$3,201
10/5/2021	DELL MARKETING L.P	054953	\$6,331
10/5/2021	DELL MARKETING L.P	054953	\$3,001
10/5/2021	DELL MARKETING L.P	055084	\$604

10/5/2021	DELL MARKETING L.P	055143	\$3,319
10/5/2021	B&H PHOTO	054998	\$971
10/5/2021	B&H PHOTO	055047	\$726
10/13/2021	DELL MARKETING L.P	054953	\$470
10/13/2021	DELL MARKETING L.P	054953	\$1,631
10/13/2021	READING FOUNDATIONS LLC	054876	\$6,000
10/14/2021	B&H PHOTO	054934	\$979
10/14/2021	B&H PHOTO	055047	\$847
10/14/2021	B&H PHOTO	055130	\$1,774
10/21/2021	MBH FURNITURE INNOVATIONS INC.	055027	\$800
10/22/2021	DB ELECTRONICS LLC.,	055234	\$2,430
10/22/2021	B&H PHOTO	054934	\$1,702
11/8/2021	DELL MARKETING L.P	054953	\$650
11/27/2021	READING FOUNDATIONS LLC	055262	\$1,500
1/4/2022	CASCADE SCHOOL SUPPLIES INC	055680	\$2,063
1/6/2022	CDW-G - ORDER DEPARTMENT	055182	\$3,396

1/11/2022	FISHER SCIENTIFIC CO LLC DBA FISHER SCIENCE	055188	\$1,138
1/24/2022	CANADVANCE TOLSIM LLC	055284	\$1,500
1/26/2022	CFS PRODUCTS INC	055230	\$1,790
1/26/2022	SCHOOL SPECIALTY, LLC	055406	\$8,390
2/8/2022	EAI EDUCATION/ERIC ARMIN INC.	055373	\$2,139
2/8/2022	SCHOOL SPECIALTY, LLC	055406	\$2,531
2/9/2022	DELL MARKETING L.P	055605	\$445
2/10/2022	DELL MARKETING L.P	055442	\$1,720
2/10/2022	DELL MARKETING L.P	055531	\$2,800
2/14/2022	SCHOOL SPECIALTY, LLC	055406	\$1,091
2/14/2022	ACADEMIC SUCCESS FOR ALL LEARNERS INC.	055278	\$999
2/24/2022	LHC SCHOLASTIC ACHIEVEMENT DINNER DOBBS FERY UFSC LORETTA TULARZKO	055646	\$10,250
3/2/2022	HON CORPORATION C/O HERTZ FURNITURE	055539	\$4,230
3/5/2022	GLOBAL INDUSTRIES INC.	055379	\$1,020
3/31/2022	STAPLES BUSINESS ADVANTAGE Account #1000955	055650	\$600
3/31/2022	READRIGHT, LLC DBA READBRIGHT	055636	\$1,320

4/3/2022	B&H PHOTO	055523	\$3,972
4/20/2022	DELL MARKETING L.P	055689	\$290
4/22/2022	DELL MARKETING L.P	055689	\$138
5/16/2022	SCHOOL SPECIALTY, LLC	426939	\$7,442
5/18/2022	STAPLES INC DBA CONTRACT & COMMERCIAL LLC	055832	\$866
5/19/2022	SCHOOL'S IN, LLC	430192	\$6,759
5/20/2022	LAMINATION DEPOT INC	055715	\$1,114
5/25/2022	B&H PHOTO	055675	\$1,032
7/12/2022	READRIGHT, LLC DBA READBRIGHT	56094	\$2,945
7/14/2022	MATH TRACKS, LLC	56151	\$1,458
7/18/2022	DOCUMENT SOLUTIONS UNLIMITED	056196	\$995
7/26/2022	DELL MARKETING L.P	56170	\$9,395
8/9/2022	SCHOOL SPECIALTY INC	430544	\$22,762
8/9/2022	DELL MARKETING L.P	56145	\$12,250
8/10/2022	HERTZ FURNITURE SYSTEMS CORP.	430504	\$39,648
8/15/2022	ZOLA, EMILE DBA EZ COMPUTERTRUST	431998	\$2,080

8/18/2022	STAPLES INC DBA CONTRACT & COMMERCIAL LLC	431707	\$68,980
8/18/2022	STAPLES INC DBA CONTRACT & COMMERCIAL LLC	431869	\$31,738
8/31/2022	DELL MARKETING L.P	56278	\$48,993
9/1/2022	QUILL CORPORATION	56252	\$1,196
9/12/2022	PLAYLEARN USA INC	431971	\$18,260
9/12/2022	PLAYLEARN USA INC	431971	\$6,247
9/20/2022	SCHOOL SPECIALTY INC	431978	\$9,356
9/21/2022	FURNITURE PRO CORP.	431944	\$8,596
9/21/2022	HERTZ FURNITURE SYSTEMS CORP.	432005	\$2,910
9/30/2022	STAPLES BUSINESS ADVANTAGE Account #1000955	431867	\$9,638

Employee Benefits

Subtotal - Code 80			\$200,049
Benefit	Salaries (from codes 15 and 16)	Rate	Amount Expended
Teacher Retirement	\$593,808.00	9.53%	\$56,590
Employee Retirement	\$15,000.00	28.30%	\$4,245
Other Retirement			
Social Security	\$608,808.00	7.65%	\$46,574
Worker's Compensation	\$608,808.00	2.50%	\$15,220
Unemployment Insurance	\$608,808.00	2.50%	\$15,220
Health Insurance			\$59,200
Other(Identify)			
Dental			\$3,000

INDIRECT COST		
A.	Modified Direct Cost Base -- Sum of all preceding subtotals (codes 15, 16, 40, 45, 46, and 80, excluding the portion of each subcontract exceeding \$25,000 and any flow through funds)	\$1,268,998
B.	Approved Restricted Indirect Cost Rate(%) (enter X.X)	7.9%
C.	Subtotal - Code 90	\$100,251

For your information, maximum direct cost base = \$2,970,723.00

To calculate Modified Direct Cost Base, reduce maximum direct cost base by the portion of each subcontract exceeding \$25,000 and any flow through funds.

EQUIPMENT			
Subtotal - Code 20			\$134,489
Purchase Order Date	Vendor	Check or Journal Entry #	Amount Expended
9/12/2022	PLAYLEARN USA INC	431971	\$11,910
9/21/2022	DOCUMENT SOLUTIONS UNLIMITED	431935	\$36,678
9/21/2022	DOCUMENT SOLUTIONS UNLIMITED	431935	\$12,599
9/21/2022	DOCUMENT SOLUTIONS UNLIMITED	431935	\$24,434
9/21/2022	DOCUMENT SOLUTIONS UNLIMITED	431935	\$24,434
9/21/2022	DOCUMENT SOLUTIONS UNLIMITED	431935	\$24,434

CF121
 ENTRY DATE 12/01/22
 PROJECT 5895212570
 SED CODE 500402060000
 NYC DOC #

GRANTS FINANCE
 PROJECT STATUS REPORT
 CARES ACT - GEER
 EAST RAMAPO CSD (SPRING VALLEY)

RUN DATE 12/01/22

BUDGET DETAIL INFORMATION

PROF SALARY	15	593,808.00	BEGIN DATE	03/13/20
NON PROF SALARY	16	15,000.00	END DATE	09/30/22
PURCH SERVICES	40	1,747,558.00	AMENDMENT #	002
SUPP & MATERIAL	45	414,308.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	200,049.00	REFUND CHECK #	
INDIRECT COST	90	100,251.00	IND COST RATE	7.9
BOCES SERVICES	49	0.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	134,489.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
589521	0.00	0.00	0.00
589520	3,205,463.00	3,205,463.00	0.00
589519	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
TOTAL	3,205,463.00	3,205,463.00	0.00

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	CONTRACT	APPROVED
BUDGET	04/16/21	04/17/21		
INTERIM				
FINAL	11/29/22	12/01/22		

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
060221	540539F	INIT	000	06/21	01	644,914.00	589520	060221			PAID
122721	558467F	PAY	000	11/21	02	900,000.00	589520	122021			PAID
030422	564894F	PAY	000	01/22	03	400,000.00	589520	022522			PAID
042522	570294F	PAY	000	03/22	04	365,000.00	589520	042522			PAID
082322	580309F	PAY	000	07/22	05	500,000.00	589520	082322			PAID
091622	581237F	PAY	000	08/22	06	17,000.00	589520	090922			PAID
120122	589030F	FINAL	000	12/22	07	378,549.00	589520	112922			ENT

THIS FINAL EXPENDITURE REPORT HAS BEEN PROCESSED BY THE NEW YORK STATE EDUCATION DEPARTMENT. THIS SUMMARY REPLACES THE SIGNED COPY.



Grants Finance
Room 510W, Education Building
Tel. (518) 474-4815

Reminder: Record Keeping and Retention

This document is intended as a reminder to local agencies on proper record keeping and retention.

Generally, local agencies must have a proper financial management system in place, along with strong internal controls and written procedures, to properly account for funds received through a grant/grant-contract awarded by NYSED. Additionally, program as well as financial records, including supporting and source documentation, must be maintained and available for review by State and federal representatives or their duly authorized representatives.

In order to meet the requirements of both State and federally funded programs, these records must be kept for a period of six years after the last payment was made unless specified by program requirements or otherwise stated in the grant agreement.¹ Audit or litigation will “freeze the clock” for records retention purposes until the issue is resolved.

Information on records retention may be found in:

- 2 CFR 200.333-337 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for awards made on/after 12/26/14.
- Parts 74 & 80 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 74.53 & 34 CFR 80.42, for federal awards made prior to 12/26/14.
- Part 76 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 76.730-731.
- Records Retention and Disposition Schedules published by the New York State Archives (http://www.archives.nysed.gov/records/mr_retention.shtml)

Local agencies must retain records² that show the amount of funds by grant, including total cost, how the awardee used the funds, authorizations, obligations, share of costs provided from other sources, as well as compliance with program requirements. In addition, source documents are required to support all transactions entered into the grantee's record keeping system. Source documents that authorize the disbursement of grant funds may consist of purchase orders, contracts, time & effort records, delivery receipts, vendor invoices, travel documentation, and payment documents, including check stubs. More information and examples of the types of documents used to support payment for other types of costs (such as goods, services, travel, utilities, and property leases) may be found in Chapter XII, Section 3 and Section 4.B.1 of the Guide to Financial Operations published by the NYS Office of the Comptroller (<https://www.osc.state.ny.us/agencies/guide/MyWebHelp/>).

¹ For projects awarded under a multi-year grant-contract, all project and contract-related documents (including the contract itself as well as the annual budgets) need to be retained for 6 years following the end of the contract.

² Please refer to 2 CFR 200.302 for a discussion of how federal awards are to be identified and accounted for in the financial management system. Proper accounting of federal funds will help ensure that appropriate and accurate documentation from this system can be provided if/when needed.